## Cook County MarketPlace Instructions

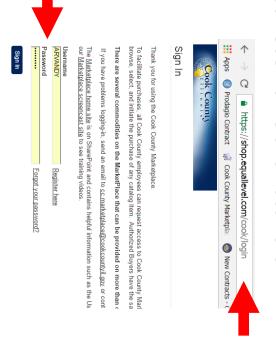
12/7/2016

MarketPlace Integration with Oracle EBS

Non Oracle User Version v1



Login with your Username and Password. 1. Go to the following URL and log in: <a href="https://shop.equallevel.com/cook/">https://shop.equallevel.com/cook/</a>



As a reminder, user names are entered as all CAPITAL letters.

# 2. Browse for your item, in this case I will choose to punch-out to Dell



NOTICE: As a final part of the Cook County transition to our new ERP system - the marketplace will be closing on November 15, 2016.

All orders need to be placed AND approved by End of Business on 11/15/16.

The marketplace is scheduled to re-open on 12/7/16.

Please contact Alex Van Dyck @312.603.4341 if you have any questions.

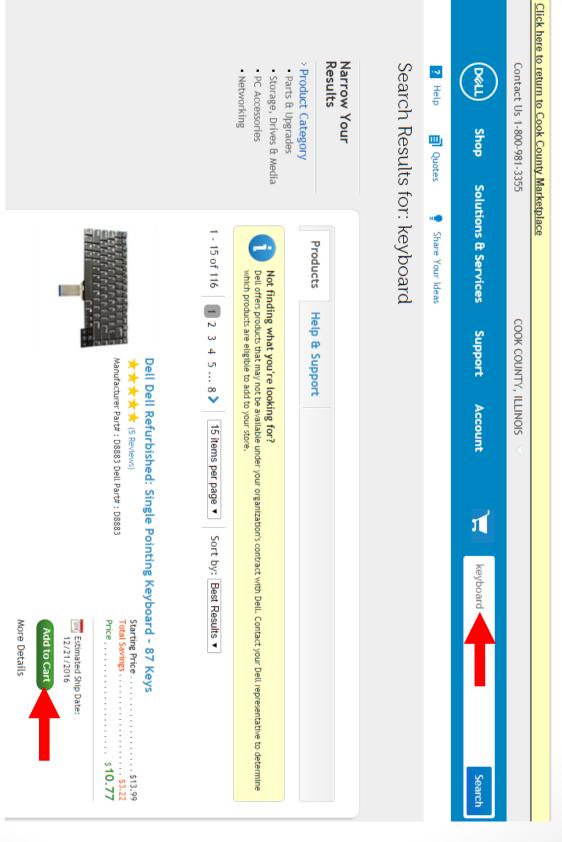
Velcome to the Cook County Marketplace. This tool is intended to modernize processes and improve operational efficiencies in the County. The Marketplace is comprised of contracts that have been vetted and approved by the Board of Commissioners for use by all Cook County user agencies. As new county-wide contracts are approved, they will become available in the Cook County Marketplace.

The Office of the Chief Procurement Officer seeks to enhance your purchasing experience by giving user agencies greater independence in the purchase of items covered under approved contracts. We trust that you will find this tool helpful and encourage you to use it.

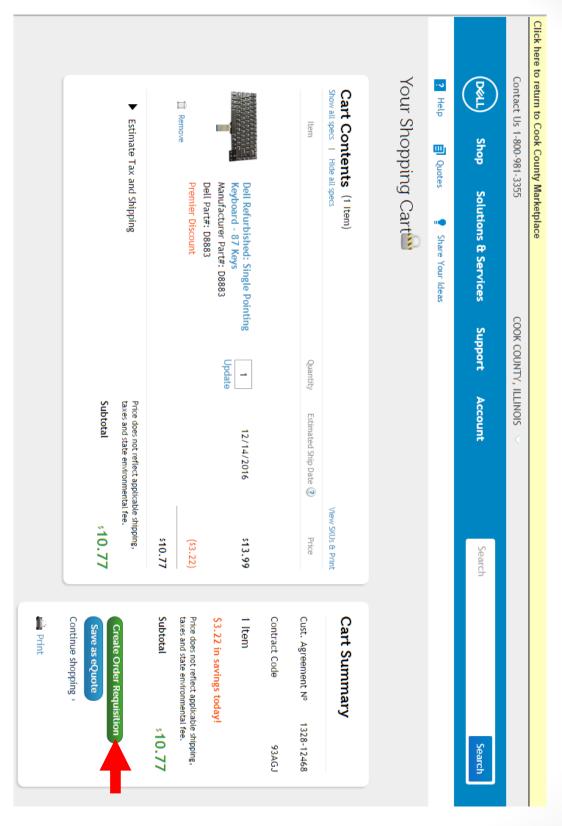
There are several commodities on the MarketPlace that can be provided on more than one contract. When ordering items from MarketPlace please compare prices to ensure Cook County is getting the best price.



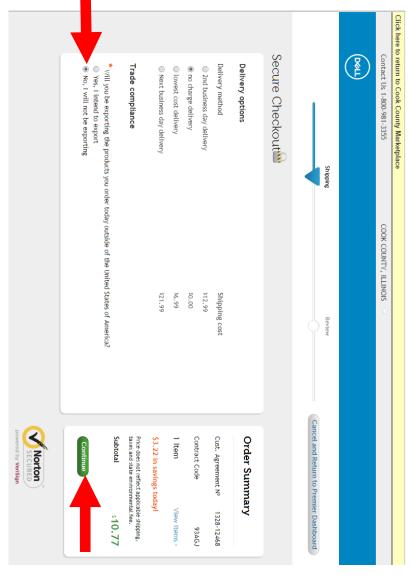
### 3. Search for your item. Select "Add to Cart"



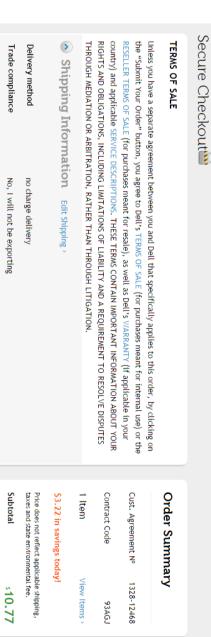
### 4. Select "Create Order Requisition".



5. Select "No, I will not be exporting" from the Trade Compliance Area, and select "Continue".



### 6. Select "Submit Order Requisition"



Submit Order Requisition

Cart". 7. At this point it will bring the cart back into the EqualLevel Cart, and you would select "Transfer

Successfully imported 1 item(s)

#### Shopping Cart

	Transfer Cart						
\$10.77		Total:					
Update Quantities	Updat					Save Selected to List Remove Selected	S
\$10.77		EA	\$10.77 EA	Dell	D8883	01:00 Dell Refurbished: Single Pointing Keyboard - 87 Keys	
Item Total	Quantity	MON	Price	Supplier	Part #	Item	
Email Items   Export To PDF   Export to CSV	xport To PDF	nail Items   E	En				

8. Click "Browse" and select your Department Approver. In this example, I will select Raquel.



NOTE: If you do not see your department approver in the system, they will need to punch out to MarketPlace to be added to this list. Tell them to log into Oracle and punch out to MarketPlace.

They will then be added to the list.

#### User Browser

	1	•	
Select	Select		
Oracle	RAQUEL N	First Name	
User	RUPERT	Last Name	Filter
cookoracle	cookoracle_RRUPERT	Username	
info@equallevel.com	Raquel.Rupert@cookcountyil.gov	Email	

### 9. Click "Transfer Cart"



transferred successfully. 10. That completes this process. You will receive a message noting that your cart has been

Your shopping cart successfully transferred

#### Transferred Carts



The person receiving your cart will receive this email:

ALEX VANDYCK has transferred a shopping cart (Cart #34023) to you for purchase.

<b>Total: 10.77</b>						
10.77	1	EA	10.77 EA		D8883	01:00 Dell Refurbished: Single Pointing Keyboard - 87 Keys D8883 Dell
Part # Supplier Price UOM Quantity Item Total	Quantity	MOU	Price	Supplier	Part#	Item

#### Click here to view the cart

This is an automa ted message. Please do not reply.